

**DESIGN DEVELOPMENT OPTION (DDO)
APPLICATION**

**FOR
LANDSCAPING/SCREENING AND PARKING DESIGN
SUBSTITUTIONS**

January 2006

GENERAL INFORMATION

If you have any questions regarding the application materials or the process please contact staff for assistance. Call 791-5550 and dial extension 1134 to reach Russlyn Wells or extension 1116 to reach Wayne Bogdan.

Generally, we are in the office and available to assist you in person or via the telephone Monday through Friday from 8:00 a.m. until 5:00 p.m. However, to better serve you, we ask that when possible you call to ensure our availability prior to stopping by the Development Services Center at 201 North Stone Avenue, 2nd floor north.

PLEASE MAKE NOTE OF THE FOLLOWING:

1. A pre-application meeting with staff is strongly encouraged. This will allow staff an opportunity to review your request prior to submittal and determine its appropriateness for the DDO process. Please call to schedule an appointment.
2. A DDO is a request to substitute a design option with an equivalent design option. (e.g. a six-foot high vegetative screen might, in some circumstances, be acceptable in lieu of a five-foot high masonry wall. A DDO cannot waive or delete requirements the *Land Use Code*).
3. Application submittals are BY APPOINTMENT ONLY. Please allow up to 15 minutes for staff to review your application for completeness and acceptance. You MAY NOT drop-off your application.



CITY OF
TUCSON

Case Number _____

Date Accepted _____

DESIGN DEVELOPMENT OPTION (DDO) APPLICATION

For Landscaping/Screening and Parking Design Substitutions

This application must be filed at Development Services Department, Public Works Building, Second Floor, 201 North Stone Avenue, Tucson, Arizona. To be accepted for processing, the application must be complete, accurate, and legible and must be accompanied by the appropriate plans, documentation, and fees. Incomplete applications will not be accepted. Please make your check payable to the "City of Tucson."

PROPERTY INFORMATION

Project Address _____

Zone _____ Proposed Use (Please be specific.) _____

Number of Existing Buildings _____ Number of Stories _____ Height of Structure(s) _____

Size of Property _____

Property Tax Code(s) _____

Property Legal Description _____

Mailing Address: Development Services Department
P. O. Box 27210
Tucson, AZ 85726-7210
Phone: (520) 791-5550

Location: Public Works Building
201 N. Stone Ave
Fax: (520) 791-5852

APPLICANT INFORMATION

APPLICANT/AGENT	Name _____
	Address _____

	Phone _____ FAX _____
OWNER	Name _____
	Address _____

	Phone _____ FAX _____
DESIGNER	Name _____
	Address _____

	Phone _____ FAX _____

SIGNATURE OF OWNER

Owner _____	Date _____
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SIGNATURE OF APPLICANT (if not owner)

Applicant _____	Date _____
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If you have already applied for any related processes, please list the case numbers (CDRC, variance, DSD Log #, etc.) _____

MODIFICATION REQUESTED

Check the items that apply and indicate what is proposed instead, explaining why each request is being made. (Use additional sheets if necessary.)

- ☐ Street Landscape Border _____

- ☐ Interior Landscape Border (tree requirement) _____

- ☐ Street Frontage Screening _____

- ☐ Interior Perimeter Screening _____

- ☐ Vehicular Use Area Trees _____

- ☐ Other Landscaping or Screening Requirements _____

- ☐ Number of Off-Street Motor Vehicle Parking Spaces _____

- ☐ Number and/or Location of Bicycle Spaces _____

Explain how these DDOs will improve the design of the project. (Use additional sheets if necessary.)

MATERIAL REQUIRED WITH DDO APPLICATION

Incomplete applications will not be accepted.

- ☐ Finalized Land Use Code (LUC) zoning and landscape review comments from Zoning Compliance review section, Development Services Department, 1st floor, 201 N. Stone Avenue.
- ☐ 9 copies of the site plan or development plan (folded). (See Development Standards 2-02.0 and 2-05.0 for requirements.)
- ☐ 9 copies of the landscape plan (folded), unless landscaping information is shown on the site/development plan.
- ☐ 1 copy of elevations (if a building is involved in the use).
- ☐ 1 copy of the Pima County Assessor's property information (current printout).
- ☐ 1 copy of the Pima County Assessor's map for the property.
- ☐ DDO Review Fee (Staff Review = \$445.00; Notification Fee: \$200.00; Microfiche Fee = \$15.00; **Total = \$660.00**)
- ☐ Design Review Board (DRB) Application with Submittal Requirements (see attached) (No fee for DRB review is required.)

s/zoning administration/ddo/appl.doc

Case Number Issued: RND/DRB-_____ - _____
Related Case No. _____ - _____ - _____
Design Review Board (DRB) APPLICATION

Submittals are filed **ONLY** at the ZONING ADMINISTRATION Offices, 2ND Floor North, Public Works Building, 201 North Stone Avenue, the submittal **MUST INCLUDE** all the items listed on the DRB Submittal Checklist. Call 791-4541 if additional information is needed.

(The application must be filled out completely, and be signed by the property owner)

PROPERTY INFORMATION:

PROJECT NAME: _____

(For example: Al's Bar & Grill, Freimen residence carport addition, or Palo Verde Shopping Center, etc.)

PROJECT ADDRESS: _____

(NOTE: If the site is vacant ask Pima Co. Addressing, 201 N. Stone, for an Administrative Address)

ZONING OF PROPERTY: _____ (For example: R-1, C-2, I-1 or R-1/C1 Authorized, etc.)

PROJECT TYPE (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> New building on vacant land | <input type="checkbox"/> New building on developed land |
| <input type="checkbox"/> New addition to existing building | <input type="checkbox"/> Change of Use to existing building |
| <input type="checkbox"/> Existing building needs permits | <input type="checkbox"/> Modification to façade of existing building |

☐ Other (Explain) _____

APPLICANT INFORMATION:

AGENT (The person processing the application and who staff will send mailings to):

NAME: _____

ADDRESS: _____

_____ **ZIP:** _____

PHONE: () _____ - _____ **FAX:** () _____ - _____

[PROPERTY OWNER/S (If ownership in escrow, please note):

NAME: _____

ADDRESS: _____

_____ **ZIP:** _____

PHONE: () _____ - _____ **FAX:** () _____ - _____

[SIGNATURE OF PROPERTY OWNER]:

**DESIGN REVIEW BOARD
SUBMITTAL CHECKLIST, FILING DEADLINES AND MEETING DATES**

FOR VARIANCE REQUESTS OR APPEALS, DDOs, AND FOR RIO NUEVO PROJECTS

- ☐ Fee required for all applications (except DDO's). Refer to fee schedule.
- ☐ 1 completed DRB application
- ☐ 1 Final *LUC* compliance review comments
- ☐ 1 completed project information attachment (Explaining nature of project.)
- ☐ 1 Variance/LDO or DDO list (For variance requests and LDO appeals and DDOs, list what the *LUC* requires and what the project provides) OR if the project is an RND project
- ☐ 1 completed list of design criteria applicable to this Rio Nuevo Development project per DS 2.8.10.5.A-K and 9.05.4.0-9.05.4 (See Attachments) with explanations to the DRB on how the project complies these design criteria. (The RND project's compliance with these criteria is what the DRB is to recommend on)
- ☐ 9 sets of photographs of the project site and surrounding area (views to the north, south, east, and west) - color copies required. Please label.
- ☐ 9 copies of the site plan and/or elevation plan folded (11" x 17") *
- ☐ 9 copies of the landscape plan folded (11" x 17") *
- ☐ 1 copy of the Pima County Assessor's property information (current printout)
- ☐ 1 copy of the Pima County Assessor's map for the property

***Note all plans submitted larger than 11" x 17" must be folded to the City's 8 1/2" x 11" format.**

**DESIGN REVIEW BOARD
FILING DEADLINES AND MEETING DATES**

DEADLINE DATE (4:00 PM)	MEETING DATE (7:30 AM)
December 29, 2005	January 6, 2006
January 12	January 20
January 26	February 3
February 9	February 17
February 23	March 3
March 9	March 17
March 30	April 7
April 13	April 21
April 27	May 5
May 11	May 19
May 25	June 2
June 8	June 16
June 29	July 7
July 13	July 21
July 27	August 4
August 19	August 18
August 31	September 8
September 14	September 22
September 28	October 6
October 12	October 20
October 26	November 3
November 9	November 17
November 22 (**)	December 1
December 14	December 15 (**)
December 28	January 5, 2007 (**)

(**) Denotes Holiday Schedule

The DRB meets in the Mayor and Council chambers, 1st Floor City Hall, 255 W. Alameda St. Confirm location with staff. The meeting begins at 7:30 A.M - SHARP.

THE APPLICANT OR AGENT MUST ATTEND THE MEETING.

If you have any questions concerning the meetings, please call staff at 791-4541 extension 1134 or 1116.

**FEE SCHEDULE FOR
BOARD OF ADJUSTMENT/DESIGN REVIEW BOARD AND DESIGN
DEVELOPMENT OPTION APPLICATIONS**

I) Variances Involving Construction Or Building Permit

A) Residential Projects: Single family, duplex

1. Staff Review.....	\$200.00
2. Legal Advertisement.....	\$71.00
3. Notification of Property Owners within 300' of Project Site	\$200.00
4. Microfiche Fee	<u>\$15.00</u>
Total Fees	\$486.00

B) Non-residential projects: 3-4 Family and above, Commercial, Industrial

1. Staff Review.....	\$600.00
2. Legal Advertisement	\$71.00
3. Notification of Property Owners within 200' of Project Site	\$200.00
4. Microfiche Fee	<u>\$15.00</u>
Total Fees	\$886.00

**II) Variances NOT Involving Construction, And For Appeals of Zoning Administrator
Determinations**

1. Staff Review.....	\$300.00
2. Legal Advertisement.....	\$71.00
3. Notification of Property Owners within 200' of Project Site (optional).....	\$200.00
4. Microfiche Fee	<u>\$15.00</u>
Total Fees	\$586.00

Note: The \$200 fee paid to obtain mailing labels can be deducted from the total Board of Adjustment fees due when the application is filed.

III) Design Development Option for Landscaping/Screening and Parking Design Substitutions

1. Staff Review.....	\$445.00
3. Notification of Property Owners within 200' of Project Site (optional).....	\$200.00
4. Microfiche Fee	<u>\$15.00</u>
Total Fees	\$660.00

IV) Design Review Board (DRB) Fees (Waived for DDO Applications)

A) DRB Review.....	Total Fees \$160.00
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Note: Fees can be paid by check, made payable to the City of Tucson, or cash or credit card. Board of Adjustment and DRB fees must be paid by separate checks or separate credit card charges.

EXPLANATION OF ITEMS

INTRODUCTION

The following explanations will provide the information needed to complete the Design Development Option Application for Landscaping/Screening and Parking Design Substitutions submittal requirements in a manner that staff will deem acceptable for processing. Please read the explanations thoroughly and follow them exactly as provided. If you vary from any of these explanations you run the risk of having your application submittal rejected by staff. If you have any questions regarding this application process, call Development Services Department (DSD) Zoning Administration Division staff at 791-5550 extension 1134 or extension 1116 and ask for help.

EXPLANATIONS (Listed Alphabetically)

APPLICATION FORM: The Design Development Option and Design Review Board application forms must be completed in their entirety and signed by property owner or authorized agent. If signed by an agent please include a letter from the property owner authorizing the agent to act on their behalf. If you have any questions on completing this form just call staff.

DESIGN REVIEW BOARD (DRB): The DRB is comprised of (7) members of the community appointed by Mayor and Council. The DRB members include registered Architects, Landscape Architects and a General Contractor. At the meeting there may be as few as three or as many as seven members attending. A DRB quorum is three members. The DRB meetings are held in the Mayor and Council Chambers, 1st floor City Hall, 255 West Alameda Street except as noted. The meetings begin at 7:30 A.M. (sharp) See the DRB Schedule of Meeting Dates. Applicants must be present at the meeting to present their case to the members. Remember the DRB is comprised of Architects and Contractors so expect detailed questions regarding the plans and project.

DRB SUBMITTAL ITEMS: Refer to the DRB checklist for submittal requirements.

DRB APPLICATION FEES: Refer to current fee schedule. This fee check is separate from the Board of Adjustment application fee check. DRB fees are waived for DDO applications.

FINAL LUC COMPLIANCE REVIEW COMMENTS: Submit a detailed site plan for *Land Use Code (LUC)* compliance review to Development Services Department (DSD), 1st floor City/County Public Works Building, 201 N. Stone Avenue. Zoning Review staff will identify all (*LUC*) regulations applicable to the project. After you have made all the revisions possible to your plans, based on Zoning Review staff's prior review comments, staff will prepare the final *LUC* Compliance Review comments in a written format (e.g. Permit card, CDRC Comments, Memo, etc.) for submittal with your application.

Note: Final comments may list both *Land Use Code (LUC)* and *Development Standard (DS)* Sections. Sections listed "DS" (e.g. DS Sec. 2-15.3.1) refer to Development Standard regulations which cannot be waived or modified through the DDO process.

NOTICE TO AFFECTED PARTIES: Prior to submittal, staff encourages the applicant to send a notice and meet with the affected parties (property owners) within fifty (50') feet of the project site, as well as the Neighborhood Associations registered with the City and within 1 mile of the project site; and, the Council Office whose Ward the project site is within.

This notice and meeting is an opportunity to explain the project to the affected parties. The notice should contain the following information: the nature of the project; where the project is located; the design options being requested; why the design option is needed; agent or property owner's name and phone number; and, the time and place of the onsite meeting.

PIMA COUNTY ASSESSOR'S PROPERTY PRINTOUT AND LOT/BLOCK MAP: The application submittal must include a copy of the project site Property Printout(s) and Lot and Block Map. Both are available at the Pima County Assessor's Office for a small fee. The Assessor's Office is located at 115 North Church and is east of City Hall. Or you may download the information from the Assessor's Office website: www.asr.pima.co.az.us

- If your site includes more than one parcel, the printout for each parcel must be included.
- The printouts and map must match what is shown on the site plan.
- You must also include the Property Printouts for any property adjacent to that is under the same ownership as the site.
- The Property Printout verifies for staff the current ownership of the property.

- The Lot and Block Map verifies for staff the current configuration of the property.

Important Note: Substitute documents obtained from sources other than the Assessor's Office will not be accepted by DSD Zoning Administration staff. Property Printouts and Lot and Block Maps more than six months old will not be accepted.

PRE-APPLICATION REVIEW: Potential Design Development Option (DDO) applicants are strongly encouraged meet with staff prior to submittal. This meeting is to allow staff an opportunity for a preliminary review of the proposed substitution to determine if it is applicable for the DDO process.

PRELIMINARY LUC COMPLIANCE REVIEW COMMENTS: When you first submit your plans for *LUC* compliance review, staff will generate comments requesting additional information (e.g. dimensions, calculations, notes, etc.). This additional information is necessary for staff to correctly identify all zoning regulations applicable to the project. **Note: Preliminary written comments or informal notes made on the plans are not acceptable in the Design Development Option process.**

PROJECT SITE/PARKING PLAN, BUILDING ELEVATION, FLOOR PLAN AND LANDSCAPE PLAN:

Site/parking plans: The site/parking plan must be the same detailed plans reviewed by DSD for the LUC compliance review process. Zoning Administration staff must be notified if the site plan submitted with the application is different than the site plan submitted to generate the final LUC compliance review comments.

Landscape plans: If the variance request is for landscaping and screening a landscape plan showing what can be provided is required.

Building elevation plans: For variances to the setback, building height, color regulations, include elevation plans.

Floor plans: Submittals that include parking variances for residential projects with more than five (5) bedrooms must include floor plans.

PROPERTY PHOTOS OF THE SITE: The DRB members do not make field trips to the case site. Therefore, the photos of the site are needed for their reference. Of specific concern will be those areas of the site subject to the variances (e.g. the street frontage for side street landscape variances, etc.). Staff needs 8 sets of the photos (labeled).

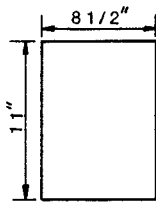
RIO NUEVO AND DOWNTOWN OVERLAY ZONE: The Design Review Board (DRB) reviews all projects located within the Rio Nuevo and Downtown (RND) Overlay for compliance with the design criteria established in DS 2.8.10.5.A-.K and 9.05.4.0-.9.05.4. If your project is located within the Rio Nuevo and Downtown (RND) Overlay Zone, you must contact Randy Schuler (Rio Nuevo coordinator) at 791-5550, prior to submittal to the DRB.

When in doubt, call **DSD Zoning Administration** at 791-4541.

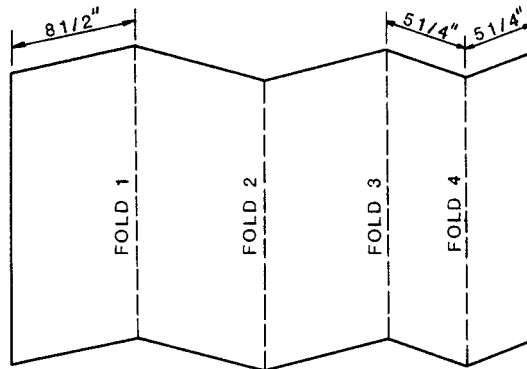
**REMEMBER ALL SUBMITTALS ARE FILED BY APPOINTMENT ONLY WITH THE ZONING
ADMINISTRATION STAFF, 2ND FLOOR- NORTH, 201 N. STONE AVENUE**

STEP 1

Using an 8 1/2" X 11" size sheet of paper as a guide, make folds 1, 2, and 3.



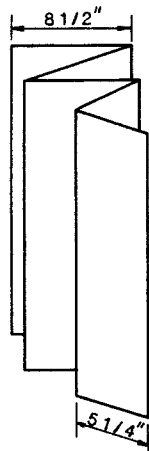
This instruction sheet is 8 1/2" X 11" size.



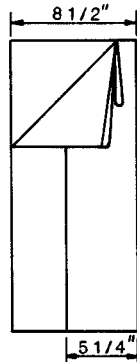
STEP 2

Fold the remaining 10 1/2" in half; this completes fold number 4.

STEP 3

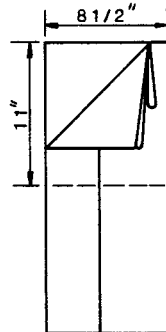


With the 5 1/4" fold to the right

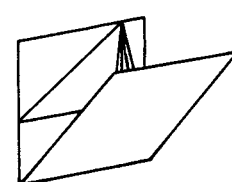


Fold down the corner, all but the last panel.

STEP 4

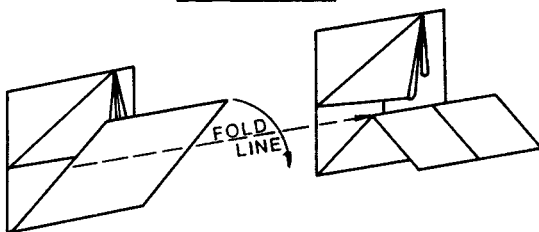


FOLD LINE



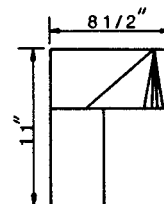
Fold the lower portion up.

STEP 5



Fold the front part in half.

STEP 6



The folded print should be 8 1/2" X 11".